



ADDITIONAL USER – REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION



Complete form and fax, scan and email or mail to Swim Ontario for Registration site access

Swim Ontario's registration data is confidential information protected under federal and provincial Acts. This information is not divulged to outside agencies. Best judgement must be applied when asked for contact information from people outside the Ontario swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and is used according to the purposes that were expressed to the registrant upon collection.

The Club Registrar is the primary custodian of the registration data for each club. The Registrar assigns additional users. Additionally, there may be a requirement for another representative in the organization to access the Registration Tracking and Results System (RTR). As the primary custodian, the club's Registrar must use this form to apply in writing, to the Chief Executive Officer of Swim Ontario, for additional user online system access.

COMPLIANCE DECLARATION

As a representative for my club I agree that I will not share the access code to the RTR with anyone without the consent of Swim Ontario. I recognize that the registrant's personal information is private and confidential and must be protected according to PIPEDA and respective provincial Acts; I will use the system as it is intended.

Only three types of accounts are available via this form. Meet Managers will request their access via the Club Registrar.

- **Team Manager Account Access:** includes swimmer lookup, roster check, meet results. Primarily for coaches or entries coordinators who are not the club registrar.
- **Treasurer Account Access:** View and print all invoices generated via the RTR for the club. Primarily for treasurers who are not the club registrar.
- **COA Account Access:** Officials registration and management. Primarily for COAs, COCs and Competition Coordinators. The Club Registrar may also request this access as they do not have a direct link to officials registration via the Club Registrar account.

CLUB NAME: _____

Additional User Name	Phone Number	Email	Choose one type of account only (Team Manager Account, COA Account, Treasurer Account)	Signature

President's Name: _____ President's Signature: _____